

ITINERARY OF OFFICIAL TRAVEL

Name: Melissa Linden (3HS32)

Destination: Charleston, WV

Dates of Travel: January 20, 2014 – January 25, 2014

Account #: 2014 T 03W 30DC6 A3XKRS00

Purpose Code: _____

Travel Justification: Removal Assessment at Freedom Industries Chemical Spill (Charleston, WV Chemical Leak Site); travel via GOV

Departing From: Wheeling Office

Travel Expenses (check all that apply):

	Estimated	Actual
Lodging (\$102x5 nights)	\$510.00	
Lodging Tax	\$0.00	
Per Diem \$51x4 + \$38.25x2 days)	\$280.50	
Air Fare		
Air Ticket Fee (\$4.35)		
Gov Trip Fee	32.00	
Rental Car		
Rental Car Gasoline		
POV Mileage (\$0.585/mile)		
Parking	\$0.00	
Tolls		

	Estimated	Actual
Transportation to/from Airport		
Public Transit (cab, train, etc)		
Business Calls		
Personal Calls		
Laundry		
Car Wash		
Registration Fee		
ATM Fee (1.9%)		
Supplies		
Other - baggage		
Total:	\$822.50	

Date/Time Travel Started: January 20, 2014 08:00

Date/Time Travel Completed: January 25, 2014 20:00

SECTION CHIEF SIGNATURE FOR LOCAL TRAVEL: _____